

July 17, 2000

TO: Departmental Personnel Officers
Staff Agencies and Offices

FROM: Mark Epstein, Chief
Training Branch

SUBJECT: **Revisions to July - December 2000 HRD Training Schedule**

The Training Branch has been notified of the following revisions to course information regarding Big Island classes held in Hilo and Kona:

HILO

➤ Page 16:

002-COM-39 *Microsoft Access 97 # 1*: change start date from Aug. 7 to **Aug. 8**

002-COM-49 *Introduction to Microsoft PowerPoint 97*: time change 8am-3pm to **1pm-4pm**

➤ Page 18:

003-CAW-01 *Communicating at Work*: change start date from Nov. 10 to **Nov. 3**

KONA

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Change class codes of those classes with *prefix 002* -

Introduction to Personal Computers: from 002-PCK-01 to **002-PCK-19**
002-PCK-02 to **002-PCK-20**

Introduction to Windows 95: from 002-PCK-03 to **002-PCK-21**
002-PCK-04 to **002-PCK-22**

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Introduction to Microsoft Word: from 002-PCK-05 to **002-PCK-23**

Introduction to Excel: from 002-PCK-06 to **002-PCK-24**

Intermediate Excel: from 002-PCK-07 to **002-PCK-25**

File & Disk Management in Windows 95: from 002-PCK-08 to **002-PCK-26**
002-PCK-09 to **002-PCK-27**

In order to expedite distribution, we suggest departments re-issue a revised section for Big Island classes. Departments can download the revised information from the HRD inter-net website, www.state.hi.us/hrd, and clicking the **Training icon** to access our current schedule (which has been updated to reflect the revisions.)

If you have any questions, please contact Carol Maeda at 587-1050.